

# Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811 Phone 410-641-2770 Fax 410-641-2316 www.berlinmd.gov



Mayor

Wm. Gee Williams, III

Vice President

Elroy Brittingham, Sr.

**Council Members** 

Dean Burrell, Sr. Lisa Hall Paula Lynch Troy Purnell

**Town Attorney** 

David Gaskili

Town Administrator Laura Allen BERLIN, MARYLAND

MAYOR AND COUNCIL MEETING

MONDAY, SEPTEMBER 22, 2014.

# COUNCIL CHAMBERS – BERLIN TOWN HALL 10 WILLIAM STREET BERLIN, MD 21811

EXECUTIVE SESSION	6:00 PM
REGULAR SESSION	7:00 PM

Anyone having questions about the meetings mentioned above or needing special accommodations should contact Laura Allen, Town Administrator at (410) 641-4144. Written materials in alternate formats for persons with disabilities are made available upon request.

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#### BERLIN MAYOR AND COUNCIL COUNCIL MEETING AGENDA Monday, September 22, 2014

#### 6:00 PM EXECUTIVE SESSION - Berlin Conference Room

#### 7:00 PM REGULAR SESSION – Berlin Town Hall Council Chambers

- Approval of the Minutes for:
  Regular Session of the Mayor and Council on September 8, 2014
- 2. Request for Special Event Berlin Christmas Parade Thursday, December 4, 2014; 7 p.m.
- 3. Stormwater Presentation Darl Kolar, EA Engineering, Science & Technology
- 4. Departmental Reports
  - a. Deputy Town Administrator Mary Bohlen
  - b. Water Resources & Public Works Jane Kreiter
  - c. Electric Tim Lawrence
  - d. Police Arnold Downing
  - e. Planning Dave Engelhart
  - f. Human Resources Jeff Fleetwood
- 5. Town Administrator's Report
- 6. Comments from the Mayor
- 7. Comments from the Council
- 8. Comments from the Public
- 9. Comments from the Press
- 10. Adjournment

## MAYOR AND COUNCIL OF BERLIN, MARYLAND Regular Session Council Minutes Monday, September 8, 2014

The meeting of the Mayor and Council for Monday, September 8, 2014 was called to order by Mayor Williams at approximately 7:00 p.m. Councilmembers Brittingham, Purnell, Hall and Lynch were present, as well as Town Attorney David Gaskill, Town Administrator Laura Allen, Deputy Town Administrator Mary Bohlen, Human Resources Director Jeff Fleetwood, Finance Director Natalie Saleh, Electric Utility Director Tim Lawrence and Planning Director Dave Engelhart. Councilmember Burrell, Water Resources and Public Works Director Jane Kreiter, Economic and Community Development Director Michael Day, Police Chief Arnold Downing and Administrative Assistant Sharon Timmons were absent.

Following the recitation of the Lord's Prayer and the Pledge of Allegiance, Mayor Williams asked for a motion to approve the Regular Session minutes of August 25, 2014. Councilmember Lynch made a motion to approve the Regular session minutes of August 25, 2014 and council voted to approve 4-0. Mayor Williams asked for approval of the 6 p.m. and 8 p.m. minutes from the Executive Sessions of August 25, 2014. Councilmember Lynch made a motion to approve the minutes from both the 6 p.m. and the 8 p.m. Executive Sessions and council voted to approve 4-0. Mayor Williams stated that the Executive sessions were held to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees or officials over whom it has jurisdiction; any other personnel matter that affects one or more specific individuals and to consult with counsel to obtain legal advice on a legal matter.

Tanja Giles of the Chamber of Commerce came before the council requesting approval of the event known as Fall Cruisers to be held on Saturday, October 11<sup>th</sup> from 10 a.m. to 2 p.m. Councilmember Brittingham made a motion to approve the event Fall Cruisers with official street closures beginning at 7:00 a.m. and council voted to approve 4-0.

Mr. Jim Smith of Delmarva Power & Light gave a powerpoint presentation on the Berlin to Ocean City project which explained the replacement of the transmission pole lines between Berlin and Ocean City covering a 9 mile area that would improve the reliability of electric service in Worcester County. The project is estimated to run from October 1 through May 2015 and would require a scheduled four to six hour overnight interruption of power on December 9<sup>th</sup>.

Mr. Chuck Cooper, Design Manager and Jason Haffer, Facility Administrator of Davita Healthcare came before the council requesting the approval of 25 EDUs for the facility which will be re-located to 9952 North Main Street. Davita was also requesting that the financing for those EDUs be allowed to be spread over a five year period after the initial 10% payment. Councilmember Hall made a motion to approve to the purchase of 25 EDU's by Dr. Kahn of Davita Healthcare for the facility located at 9952 North Main Street at the cost of \$417,150.00 with the payment of 10% down and monthly installments for a period of 60 months. Council voted to approve 4-0. Electric Utility Director Tim Lawrence recommended that Davita consider the installation of a full capability backup generator in the case of a power outage.

Having completed the items on the Regular Agenda, Mayor Williams asked for the Departmental Reports. Finance Director Natalie Saleh stated that the auditors were on site conducting the annual audit.

Deputy Town Administrator Mary Bohlen reported that a \$30,000.00 Bikeways Grant had been received to go towards the Walkable, Bikeable trail network. Ms. Bohlen stated that the grant had to be submitted in the Town's name, but that Kate Patton of the Lower Shore Land Trust had been instrumental in the preparation of the application. Councilmember Lynch asked Ms. Bohlen to confirm the filing deadlines for the upcoming elections and the names of those persons who had filed thus far. Ms. Bohlen stated that the filing deadline for candidates is Tuesday, September 9<sup>th</sup> and that the filing deadline for write-in candidates is September 30<sup>th</sup>. The candidates that have filed thus far were Dean Burrell for District 4, Troy Purnell for District 1 and Thom Gulyas for At-Large.

Electric Utility Director Tim Lawrence reported on the power outage which occurred on September 2<sup>nd</sup> and stated that he was obtaining quotes for a purchase order for replacement of the remaining 5 potential transformers (PT's) at the Savage substation. Mr. Lawrence also reported that the Town had generated this past Friday and that several employees had traveled to Culpepper Virginia to tour an AMI system.

Planning Director Dave Engelhart reported that the developer Oxford Chase had met with the Board of Appeals regarding the number of parking spaces for the proposed Dollar General Store. The developer had requested that the number be reduced from 49 to 41. Discussion continued on the Planning Commission and the Commercial Architectural Design Standards.

Human Resources Director Jeff Fleetwood reported that IWIF will be on site on 9/11 to complete their annual Worker's Comp audit. Mr. Fleetwood also reported that the search for the new Economic and Community Development Director will be closed on September 19<sup>th</sup> and that 8 submissions had been received.

Town Administrator Laura Allen presented 6 purchase orders (201500333, 201500745, 201500695, 201500699, 201500730 and 201500739) to the council for approval. Discussion continued on the new proposed Christmas decorations. Councilmember Lynch requested that purchase order 201500695 be set aside until the council could review the pictures prior to approval. Councilmember Brittingham made a motion to approve the other 5 purchase orders and council voted to approve 4-0.

Mayor Williams asked for comments from the press and the public. There being no comments, Councilmember Hall commented on several pictures shown from the Little Mr. & Miss Peach Pageant.

There being no comments or questions from either, Councilmember Lynch made a motion to adjourn the meeting and the meeting ended at 8:32 p.m.

Respectfully submitted,

Sharon Timmons

Administrative Assistant

## TOWN ADMINISTRATOR'S REPORT September 22, 2014

#### **Purchase Orders**

PO# 201500777 in the amount of \$4,600.00 to Booth & Associates for five year required updates to Power Plant and Savage Substation Spill Plan. (10-4220-4020, 10-4230-4020)

PO# 201500766 in the amount of \$2,455.00 to Envirep for service contract and maintenance for influent pump station at treatment plant. (24-4380-4092)

PO# 201500765 in the amount of \$3,284.00 to Coastal Comfort for New AC and heat for electrical room at treatment plant. (24-4370-4040)

PO# 201500764 in the amount of \$2,989.59 to Phillips Signs for signs at the new spray site and treatment plant. (24-4380-4092)

PO# 201500427 in the amount of \$4,184.90 to Ferguson Waterworks for miscellaneous parts for stock concerning manholes risers and valve boxes. (20-4330-4053)

PO# 201500783 in the amount of \$2,040.00 to University of Maryland Capital Wireless Info for CapWIN Meters Mobile system. (01-4200-4060)

PO# 201500838 in the amount of \$10,110.00 to HD Supply Power Solutions for replacement PT's for Savage Substation. (10-4230-4092)